

Birchville Community Response Plan

This is a living document that contains a list of information created by your community, for your community. It outlines the local resources, facilities, and people that can help in an emergency.

Sharing this information will help everyone in the community understand how to support one another when it matters most.



Facility map

Birchville School, 16 Gemstone Drive

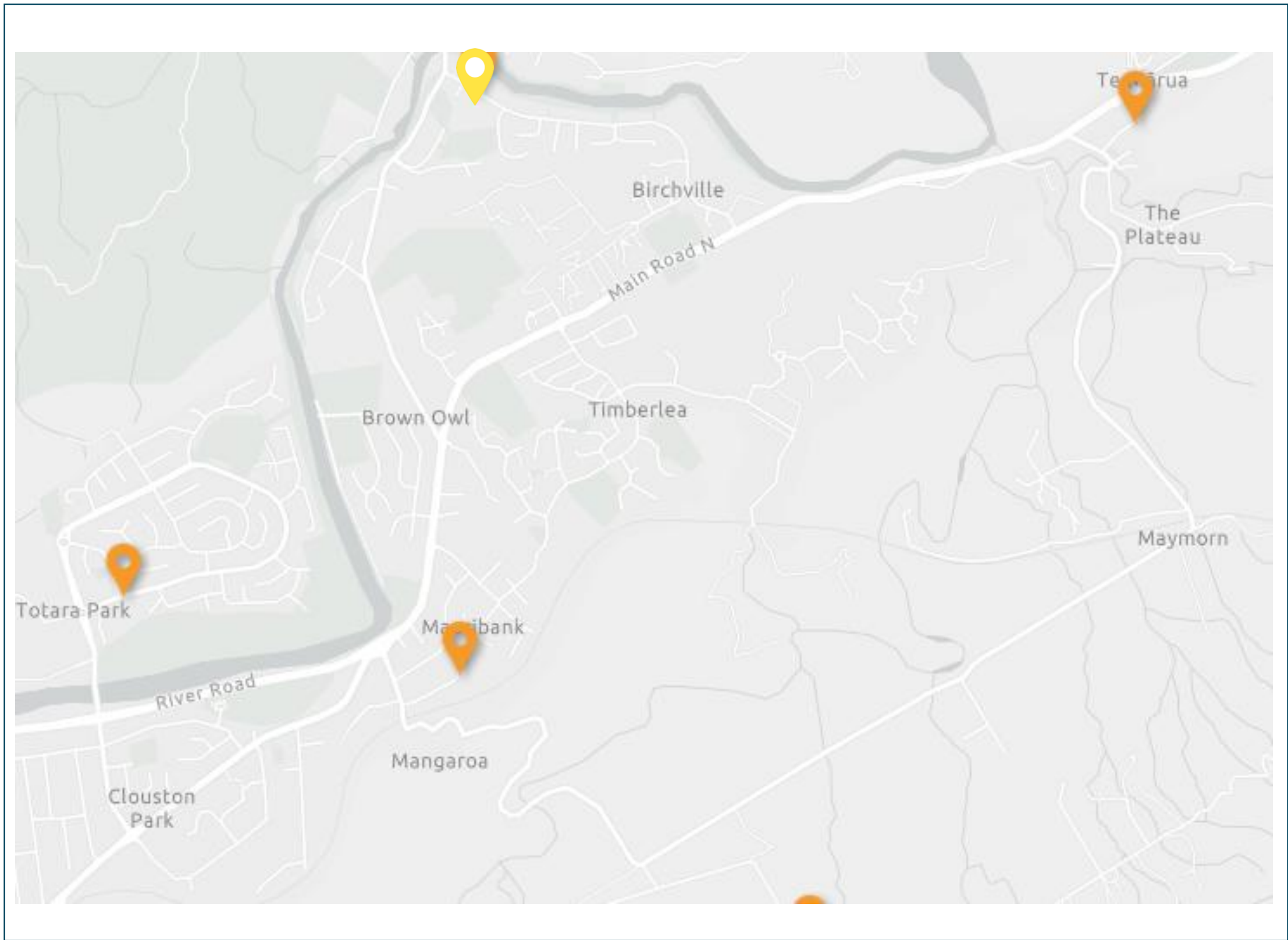


MAP KEY	
	Hub kit location
	Emergency water tank
	Suggested space
	Do not use this space

Please respect this facility and the contents inside. This is a privately owned property that has been offered to the community for disaster response.

Coordinate with neighbouring Community Emergency Hubs

Local resources can be shared with nearby communities, so communicate with your neighbouring hubs to work out the most efficient use of the available resources.



Your Hub

Birchville Community Emergency Hub

Birchville School, 16
Gemstone Drive

Neighbouring Hubs

Maoribank School,
32 Hillside Dr, Maoribank

Plateau School,
Molloy's Road, Te Marua

Totara Park School
16 California Dr, Totara Park

Off the map

Staglands Wildlife Park,
2362 Akatarawa Road,
Akatarawa Valley



Document overview

The local resources and ideas outlined in this document were identified during community planning workshops. These were grouped into the categories listed below:

- > Local resources
- > Local vulnerabilities
- > Checking on who and what has been affected
- > Medical assistance
- > Shelter
- > Water
- > Food
- > Animal Welfare
- > *For Sanitation refer to Section 5 in the Hub Guide*

Community Response Plan and Emergency Hub Guide

This Community Response Plan works alongside the Community Emergency Hub Guide. The Hub Guide provides guidance on how your community can organise and support one another during an emergency. Use the Hub Guide and your Community Response Plan together to organise your community response. You will find the Hub Guide in the Hub kit along with Hub role lanyards, stationery, a map, an AM/FM radio, and a VHF radio.

Responding as a community

Your community has all the skills, resources, local knowledge and relationships to support one another during an emergency. You can utilise these by working together at your local Community Emergency Hub. Use this document as a starting point for solutions to community needs and your response as a community.

If you are opening a Hub it might pay to think about bringing some basics, such as:

- | | |
|------------------|----------------------|
| > First aid kits | > Tea, coffee, milk |
| > Blankets | > Food |
| > Torches | > Toilet paper |
| > Batteries | > Buckets |
| > Radio | > Rubbish bags |
| > Water | > BBQ/camping cooker |

Your Local Council

During a major emergency, your local council will coordinate the response from their Emergency Operations Centre. An Emergency Assistance Centre may also be set up to provide access to government and council support services.



Local resources

Your community has identified the following local resources that could be useful for various purposes during an emergency.

Ensure you have permission from the facility or resource owner before using.

Places and spaces

- > Birchville School, 16 Gemstone Drive, Birchville
- > Maoribank School, 32 Hillside Dr, Maoribank
- > Plateau School, Molloy's Road, Te Marua
- > Schools
- > Totara Park School, 16 California Drive, Totara Park

Early Childhood Education

- > Birchville Kindergarten, 12 Amber Grove, Birchville
- > Te Marua/Mangaroa Playcentre, 7 Emerald Hill Drive

Faith-Based Organisations

- > Jehovah's Witness Kingdom Hall, 3 Pearl Grove, Birchville
- > Pacific Church, Brown Owl
- > Rimutaka Baptist Church, 2 Akatarawa Rd, Brown Owl
- > St Peter Church, Brown Owl

Recreation

- > Akatarawa Scout Hall, 40 Black Beech St, Birchville
- > AVERT container, Akatarawa Valley
- > Birchville Park
- > Clouston Park
- > Emerald Hill Park
- > Harcourt Park
- > Karapoti Park
- > Rata Park
- > Staglands Wildlife Park, 2362 Akatarawa Road, Akatarawa Valley
- > Wellesley Country Park, 2120 Akatarawa Road

Groups and networks of people

- > ALERT (Staglands)
- > AVERT (Akatarawa Valley Emergency Response Team)
- > Church communities
- > Community Facebook pages
- > Neighbourhood Support Groups
- > Parent groups
- > Parent Teachers Association
- > Scout group
- > Timberlea Residents Association
- > Upper Hutt Community Patrol



Schools

- > Birchville School, 16 Gemstone Drive, Birchville
- > Maoribank School, 32 Hillside Dr, Maoribank
- > Plateau School, Molloy's Road, Te Marua
- > Totara Park School, 16 California Drive, Totara Park

Early Childhood Education

- > Birchville Kindergarten, 12 Amber Grove, Birchville
- > Te Marua/Mangaroa Playcentre, 7 Emerald Hill Drive

Faith-Based Organisations

- > Jehovah's Witness Kingdom Hall, 3 Pearl Grove, Birchville
- > Pacific Church, Brown Owl
- > Rimutaka Baptist Church, 2 Akatarawa Rd, Brown Owl
- > St Peter Church, Brown Owl

Services in the community

- > Akatarawa Cemetery, 1058 Akatarawa Road
- > Akatarawa Dairy, 115 Akatarawa Road
- > Brown Owl Fisheries, 8 Akatarawa Road
- > Caltex Rimutaka, 1193 Fergusson Drive
- > Firewood Direct, 1877 Akatarawa Road
- > JAE Carpet Cleaning, 1 Opal Ave, Timberlea
- > Rimutaka and Liquorland, 1223 Fergusson Drive
- > Wellington's Kiwi Holiday Park, 45 Akatarawa Road

Infrastructure

- > Akatarawa Road to Kapiti Coast
- > Birchville Dam
- > Bridge Road (Access to Totara Park)
- > Bridges x3
- > Cell tower
- > Cemetery and Crematorium
- > Emergency water tank @ Birchville School
- > Rural water supplies
- > Twin lakes at Te Marua



Local vulnerabilities

Your community has identified the following potential vulnerabilities. These may need further attention or assistance.

Places and spaces

- > Could be landslides in hillside areas
- > Possible building damage to community facilities
- > Some areas may experience liquefaction

Groups and networks of people

- > Elderly people
- > Gang community
- > House bound people
- > Mothers with young babies
- > People with disabilities in supported accommodation
- > Stressed & lost pets

Services in the community

- > Food and consumer goods supply chain

- > Limited medical services in the area
- > No emergency services

Infrastructure

- > Bridge Road, Gillespie's Road, Akatarawa Valley Road likely to be cut off
- > 3x bridges may be cut off, limited road and vehicle access
- > All services likely to be disrupted for many weeks
 - o No Electricity
 - o No mains water supply
 - o No reticulated gas supply
 - o No sewerage network
 - o Broken storm water pipes
 - o No telecommunications
 - o No internet
 - o No banking and eftpos



Checking on people and damage

Everyone in the community is checked on after an emergency – whether it's for rescue and medical assistance, or just basic support and information.

- > Contact everyone in the community as soon as possible.
- > Record and report information on people and damage back to the Hub.
- > Regularly check everyone in the days following the event as people's circumstances may change.



How can you make sure that everywhere has been checked?

- Start with known affected areas or groups that might need extra assistance.
- Draw upon any local lists and knowledge.
- Coordinate a street-by-street, house-by-house check. Use the area maps in the hub.
- Record any information on the impact to the community. For example, status of roads, building damage, and peoples unresolved needs.

Report the information back to the Information Coordination person at the Hub.

Staying in contact with people as outlined in task one should be done frequently, as peoples circumstances can change after an event.

If you can't give someone immediate assistance, collect information about their needs and bring that back to the Hub. See if you can find an answer to their needs with the resources available in your community.

What groups could be available to walk around the community to check on people and look for damage?

- > AVERT
- > Church groups
- > Local scouts and guides
- > Maori wardens
- > Neighbourhood Support groups
- > Neighbours
- > Sports clubs
- > Teacher groups from local schools
- > Upper Hutt Community Patrol



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- > Upper Hutt Community Rescue

Where should we check first?

1. Self – 2. Home – 3. Neighbours – 4. Street – 5. Then at the hub check on these priority groups

- > Availability of our own and others' resources
- > Check power faults
- > Culverts and sewerage lines
- > Elderly and people who are housebound
- > Family locally
- > Immediate neighbours
- > Isolate power / gas / water
- > Own home first
- > People who live alone

Schools

- > Birchville Kindergarten, 12 Amber Grove, Birchville
- > Birchville School, 16 Gemstone Drive, Birchville
- > Early Childhood Education
- > Maoribank School, 32 Hillside Dr, Maoribank
- > Plateau School, Molloy's Road, Te Marua
- > Te Marua/Mangaroa Playcentre, 7 Emerald Hill Drive
- > Totara Park School, 16 California Drive, Totara Park

How would we coordinate this?

1. Assess – commission teams to assess in priority order to needs and resources available and then broker people's needs with available resources.

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2. Scope – define needs and resources
 3. Prioritise – needs with resources
 4. Meet – needs with resources
 5. Review – that needs are being met
 6. The Hub can set up street maps and coordinate searches, or checks by door knocks
- > Check your family, neighbours and street. Send someone from your street down to the Hub.
 - > Coordinate from the Hub – check other local hubs to see whether Hubs are open and people are gathered, as well as spontaneous gathering points in the Akatarawa Valley.
 - > Group volunteers with a mix of skills, physical capabilities, and leadership
 - > Keep a paper trail at the Hub so we know where has been checked, when. Then we know where needs to be rechecked over time.
 - > Otherwise, use handheld radios and the VHF network
 - > Send teams from Hub to check on defined areas, record on Hub Map
 - > Use text messages, Facebook Messenger and Neighbourly to communicate, if possible
 - > Work with what and who we have at the time.



Medical Assistance

Community members who need medical assistance are directed to medical assistance.

- > Identify and coordinate community resources that can be used to assist and treat the injured.
- > Identify and check on people with day-to-day medical needs.
- > Direct the community to medical providers that are known to be open.
- > Identify and coordinate people in the community with medical skills who can help.



In all life-threatening situations, attempt to contact the emergency services by calling 111.

Injured and sick people should go to the nearest open medical centre first.

People with first aid skills should go to their nearest open medical centre or go to the Hub.

Check on your neighbours and people who may need extra help.

Look after your hygiene – wear gloves when touching body fluids.



Find out if the local medical providers are open and operational so that you can let the community know where to go.

Coordinate transportation for those who are in need and cannot get to the medical centre.

Where are the nearest medical providers?

- > For minor injuries, go to the nearest medical centre (e.g. After Hours, UH Health Centre etc.) that is open for immediate triage before going straight to the hospital
- > Gain Health Centre, 723A Fergusson Dr, Elderslea
- > Queen Street Medical, 37/39 Queen St, Upper Hutt
- > Upper Hutt Health Centre, Queen St, Ebdentown

Where else could we provide medical assistance if the above facilities are not available?

- > Birchville School Hall



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- > Kindergarten Hall
 - > Rimutaka Baptist Church
-

Who can help provide medical assistance?

-
- > Access workers
 - > Doctors and nurses in the community
 - > People with first aid certificates
 - > School staff with first aid certificates
 - > Vets and vet nurses
-

How do we get people to medical assistance or medical assistance to people?

-
- > Amateur radio
 - > Communicate using Text messages
 - > Helicopters, drones
 - > Upper Hutt Community Rescue (Argo)
 - > Use people on bike as messengers, signs on fences
 - > Vehicles, 4-Wheel Drives, station wagons, scooters, motorbikes and quad bikes
 - > Walk to people in need
 - > Wheelbarrows, stretchers, shopping trolleys, buggies, strollers, trailers
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Where can we get extra supplies?

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- > Akatarawa Dairy, 115 Akatarawa Road
 - > Akatarawa Scout Hall, 40 Black Beech St, Birchville
 - > AVERT container
 - > Birchville Kindergarten, 12 Amber Grove, Birchville
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- > Birchville School, 16 Gemstone Drive, Birchville
 - > First aid kits in homes, cars, clubs etc.
 - > Local garages
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Where are there Defibrillators?

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- > Birchville School, 16 Gemstone Drive, Birchville
 - > Greater Wellington Regional Council Upper Hutt, 1056 Fergusson Drive, Clouston Park
 - > Te Marua Golf Club (ground floor office), 675 Main Road, Te Marua
 - > Upper Hutt CrossFit, 54 Montgomery Cres, Clouston Park
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Shelter

Ensure everyone in our community has somewhere safe and comfortable to stay.

- > Find places where people can shelter from the weather if they can't stay at home.
- > Find comfortable places where people can rest and sleep.



Small repairs may make homes safe enough to stay in.

If people need to leave their homes, encourage them to take as much bedding as possible.

Encourage people to stay with friends and family if possible. Ask neighbours or others in their street if they have a spare room.

People in the community may have spare beds, air mattresses, and couches available to offer people without a place to stay.

Check gas and electricity supplies are safe to use. Turn gas off at the meter/main if unsure. Turn electricity off at mains/switchboard and water at the tap on the footpath. Leaks including water, should be investigated.



Many people will be able to stay in their own homes, and this is ideal as people are much more comfortable in a home environment. Are there simple repairs that could be done to make a home safe enough for people to stay there.

You may have visitors to your community who don't live locally – commuters, shoppers, employees etc. These are the people most likely to need accommodation in your community.

Encourage people to make their spare beds and guest rooms available.

Don't wait for the perfect solution, shelter from the weather is a priority over comfort. Bad weather means the need for shelter is much more urgent than on a warm, sunny day.

Tell the Emergency Operations Centre (through the Communication desk) the number of people who need accommodation.

Who could help make people's homes safe, weatherproof, and comfortable?

- > Knowledgeable neighbours
- > Local builders, plumbers and tradespeople
- > Local volunteers
- > Locals with equipment (in rural areas)
- > Outdoor experts
- > Scouts, Guides and Rangers

Key messages:

- > Encourage people to go to family, friends, and neighbours



- > If you have to evacuate your home, bring bedding if you can
- > Open your home to people in need if you can help.
- > Stay at home if you are able to

Where can we get resources to make repairs?

- > Akatarawa Sawmill
- > Homes
- > Mitre 10, 9 Park Street, Maidstone
- > Neighbours with tools, timber etc.
- > Residents – what's in your toolshed?
- > Staglands

Where could we get bedding and clothing supplies to keep people warm and comfortable?

- > Neighbours' cupboards and spare rooms
- > Red Cross Shop, 6/168 Main Street

What open spaces could accommodate temporary shelter?

- > Birchville Park
- > Camp Akatarawa
- > Emerald Hill Park
- > Encourage people to put up a tent in their own yards.
- > Harcourt Park
- > Karapoti Park
- > Rata Park
- > School park area & sport fields

What facilities could be used for temporary shelter if people can't stay at homes or with friends?

- > Akatarawa Scout Hall, 40 Black Beech St, Birchville
- > B&Bs
- > Birchville Kindergarten, 12 Amber Grove, Birchville
- > Birchville School, 16 Gemstone Drive, Birchville
- > Local businesses' warehouses
- > Motor homes / Caravans / Tents
- > Outbuildings and shearing sheds
- > Soccer club rooms at Harcourt Park
- > Staglands Wildlife Park, 2362 Akatarawa Road, Akatarawa Valley
- > Te Marua/Mangaroa Playcentre, 7 Emerald Hill Drive
- > Wellesley Country Park, 2120 Akatarawa Road



Water

Our community has access to clean water for drinking and water for cooking and hygiene purposes.

- > Ensure everyone knows how to treat drinking water.
- > Coordinate community water sources for drinking, cooking and hygiene.
- > Arrange a place in the community where water can be distributed if needed.



Local streams and open bodies of water are not reliable sources of clean water. Chemical pollution and heavy metal contamination is not removed by boiling water or adding bleach.

Treat any non-bottled water. Boil it if you can, if not use bleach to treat.

BEST CHOICE: BOIL. Boiling water will kill most types of disease-causing organisms. If water is cloudy, filter it through a clean cloth. Boil water for one minute, let it cool, and store it in clean containers with covers.

IF YOU CAN'T BOIL: ADD BLEACH. Bleach will kill some (not all) types of disease-causing organisms. Just like boiling, filter cloudy water through a clean cloth first. Use only regular, unscented, liquid household bleach. Add two drops of bleach per litre of water. Stir well, let stand for 30 minutes before using, then store in clean containers with covers.



Water reservoirs are all around the region but automatically seal if lines are damaged. Technicians must manually attend to the valves. This will take time so look for other sources of water within the community right away.

Some schools and community centres have large water tanks installed. If there is one in your community check to see what their plan is for using the water.

Where can we find drinking water?

- > Birchville School water tank
- > Bore at Refreshment Place
- > Bottled water
- > Dairy
- > Household supplies, including own sources in rural areas
- > Local Dairy (limited supply)
- > River / streams
- > Twin lakes
- > Use survival knowledge on water retrieval, bushcraft
- > Water cylinders



How do we get water to people who are unable to leave their homes?

- > Bottled water, steel buckets, 20L water containers
- > People going door-to-door to check
- > Use vehicles – 4-wheel drive cars, personal cars, bikes, motorbikes, golf carts
- > Wheelbarrows, buggies, strollers, wheelie bins

Where can we find water for washing and cleaning?

- > Bushcraft water supplies
- > Hutt River
- > Rivers & Streams
- > Swimming pools and spas
- > Tap water
- > Toilet cisterns

What water supplies should be avoided or need treatment before drinking?

- > All water sources should be treated before drinking
- > Any water stored
- > Broken pipes
- > Grey water
- > Pool water
- > River water
- > Springs and waterfalls
- > Stagnant water
- > Stream water
- > Tap water

- > Water tanks

What places would be good distribution points?

- > Birchville Kindergarten
- > Birchville School
- > Bridges (recognised landmark)
- > Centralised private houses in Akatarawa Valley
- > Karapoti Park
- > Petrol station
- > Rimutaka Baptist Church



Food

People in our community have enough food to sustain them.

- > Organise a way to feed large groups of people who are displaced or do not have food of their own.
- > Coordinate food supplies in the community.



Assist with the coordination of food supplies in the community where necessary.

Encourage people to share food with those who don't have access to it.

Tell people to use foods in the refrigerator first, then those in the freezer, and finally dried goods from the pantry.

Pool community resources to feed everyone

- Street BBQs
- Have places where excess food can be coordinated from

What food suppliers and providers are there?

- > Akatarawa Dairy, 115 Akatarawa Road
- > Brown Owl Fisheries, 8 Akatarawa Road
- > Caltex Rimutaka, 1193 Fergusson Drive
- > Staglands Wildlife Park, 2362 Akatarawa Road, Akatarawa Valley

Where else could we find food?

- > Birchville School veggie patch
- > Home kill (rural area)
- > Household supplies – use perishable and frozen food first
- > Hunt / trap food in bush, streams
- > Neighbours (rural areas likely to have greater stocks)
- > Veggie gardens

How could we organise to feed large groups of people?

- > Birchville pizza bus
- > Chefs/staff from local cafes
- > Hand out flyers, posters - inform community members when and where they can get food
- > Hangi
- > Have street shared dinners / communal cooking – take people home and cook a bit extra to minimise gas consumption
- > Karapoti Park
- > Public BBQs and Tea Shelter at Harcourt Park



- > Set up a volunteer cooking/preparation site
- > Use kitchen facilities at school, church kitchens, community kitchens
- > Use perishable food first
- > Woodfire pizza ovens

Where can we get cooking and catering supplies?

- > Birchville School
- > Churches
- > Community centres
- > Neighbours / locals (pool resources)
- > Ōrongomai Marae
- > Scout Hall
- > Staglands
- > Te Marua Golf Club
- > Wellesley Country Club (old Camp Akatarawa)

How do we get food to people who are unable to leave their homes?

- > Carry in boxes, containers, buckets
- > Cars / 4WD, bikes, scooters, motorbikes, tractors
- > Organise teams to distribute
- > Use social media if available
- > Volunteers walking or cycling around
- > Wheelbarrows, buggies, strollers, wheelie bins



Animal Welfare

Animals in our community have access to medical assistance, shelter, water, and food.

- > Identify and coordinate locations and people for medical assistance for animals
- > Identify locations for animal shelter
- > Identify potential sources of food and water
- > Keep a record of lost and found pets

What animal services are in the area? (e.g., veterinary clinics, animal control, shelters, stock agents, stock truck companies)

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What facilities could be used for temporary shelter for animals?

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Where could we find drinking water for animals?

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Where could we find food for animals? (companion animals & production animals)

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> _____

